

**CUYAHOGA COUNTY  
AGENCY OF INSPECTOR GENERAL**

**REPORT OF INVESTIGATION**

**CASE NUMBER:** INVEST-000415

**SUBJECT(S) INFO:**

**Name:** Joseph Militello  
**Position:** Administrative Assistant  
**Department:** Board of Revision

**SOURCE OF REFERRAL:** County Employee

**METHOD OF REFERRAL:** Direct E-mail

**INITIATED:** March 8, 2012

**DATE OF REPORT:** May 7, 2012

**ALLEGATION(S)**

Joseph Militello ("Militello") is spending excessive time during regular working hours smoking and listening to the radio in a vehicle that is parked in the Huntington Park Garage ("Huntington Garage").

**AUTHORITY**

- Cuyahoga County Agency of Inspector General Ordinance Section 2(c):
  - *The Inspector General is hereby appointed to conduct examinations under Section 2.05 of the County Charter and shall, therefore, have all such rights and duties to investigate fraud,...abuse,...misfeasance... without interference or pressure from any other Public Official or Employee.*

**COMPLAINT SUMMARY**

Complainant observed a white sedan (License: EXV-6933) parked on level 4 of the Huntington Garage every morning for several weeks. The male occupant was seen smoking and listening to the radio in his vehicle during regular working hours. Subsequent observation of the vehicle revealed that the occupant was Militello.

## **BACKGROUND**

Militello was initially hired by the Cuyahoga County Auditor's Office ("Auditor's Office") on November 3, 2009. Militello was laid off by the Auditor's Office on December 24, 2010. On December 27, 2010, Militello was re-hired by the County as a Clerk for the Board of Revision (\$19.72/hour - \$41,017.60/annual). In May 2011, all employees of the Board of Revision were required to re-apply for their positions. As a result of this application process, Militello was reassigned to the position of Administrative Assistant 1 for the Board of Revision (\$17.10/hour - \$35,568.00/annual) effective September 26, 2011. Militello remains in this position.

## **INVESTIGATIVE SUMMARY**

### **Identification of Subject and Initial Observation**

Subsequent to receiving the request, Agency of Inspector General ("AIG") staff observed a vehicle matching the description provided by Complainant. AIG staff member Matthew Hawes ("Hawes") recognized the occupant as being an employee of the former Auditor's Office. AIG staff determined that the occupant was Militello by referring to the Employee Photo Album of the former Auditor's Office.<sup>1</sup>

Initial surveillance by AIG staff indicated that Militello remained in his vehicle in the Huntington Garage well beyond 8:30 a.m., the normal starting time for County employees. Based on this observation, it was determined that further investigation was warranted.

### **Time Records Review**

As an initial screen for potential timesheet fraud, payroll<sup>2</sup> and parking garage<sup>3</sup> records from January 9, 2012 through April 13, 2012 were compared for discrepancies. Parking records reveal that Militello parks his personal vehicle in the Huntington Garage. All "garage" references in this report are referring to Huntington Garage.

The following is a detailed summary of the dates between January 9, 2012 and April 13, 2012 where a discrepancy existed between the payroll records and the garage records<sup>4</sup>:

### **DATE**

### **DISCREPANCY**

1/11/12 Wednesday	Militello entered the garage at 8:34 a.m. Militello exited the garage at 4:09 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
1/17/12 Tuesday	Militello entered the garage at 8:45 a.m. Militello exited the garage 4:16 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.

<sup>1</sup> Relevant pages of Employee Photo Album attached as **Exhibit A**.

<sup>2</sup> Attached as **Exhibit B**.

<sup>3</sup> Attached as **Exhibit C**.

<sup>4</sup> A brief summary of all dates in 2011 where discrepancies exist is attached as **Exhibit H**.

1/18/12 Wednesday	Militello entered the garage at 8:55 a.m. Militello exited the garage at 4:32 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
1/19/12 Thursday	Militello entered the garage at 8:37 a.m. Militello exited the garage at 3:10 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
1/20/12 Friday	Militello entered the garage at 8:30 a.m. Militello exited the garage at 12:39 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
1/23/12 Monday	Militello entered the garage at 8:49 a.m. Militello exited the garage at 4:24 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
1/25/12 Wednesday	Militello entered the garage at 8:27 a.m. Militello exited the garage 3:37 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
1/27/12 Friday	Militello entered the garage at 8:51 a.m. Militello exited the garage 4:43 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
2/3/12 Friday	Militello entered the garage at 8:42 a.m. Militello exited the garage 3:24 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
2/8/12 Wednesday	Militello entered the garage at 8:30 a.m. Militello exited the garage 12:39 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
2/10/12 Friday	Militello entered the garage at 8:29 a.m. Militello exited the garage 3:30 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
2/14/12 Tuesday	Militello entered the garage at 8:44 a.m. Militello exited the garage 4:51 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
2/16/12 Thursday	Militello entered the garage at 8:45 a.m. Militello exited the garage 4:45 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.

2/17/12 Friday	Militello entered the garage at 8:30 a.m. Militello exited the garage 2:20 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
2/22/12 Wednesday	Militello entered the garage at 8:34 a.m. Militello exited the garage 1:39 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
2/28/12 Tuesday	Militello entered the garage at 8:42 a.m. Militello exited the garage 4:49 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
2/29/12 Wednesday	Militello entered the garage at 8:44 a.m. Militello exited the garage 1:36 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
3/2/12 Friday	Militello entered the garage at 8:24 a.m. Militello exited the garage 3:08 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
3/9/12 Friday	Militello entered the garage at 8:40 a.m. Militello exited the garage 3:33 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
3/12/12 Monday	Militello entered the garage at 8:25 a.m. Militello exited the garage 3:59 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
3/15/12 Thursday	Militello entered the garage at 8:37 a.m. Militello exited the garage 3:01 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
3/16/12 Tuesday	Militello entered the garage at 8:46 a.m. Militello exited the garage 2:09 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
3/20/12 Monday	Militello entered the garage at 8:30 a.m. Militello exited the garage 1:15 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
3/21/12 Thursday	Militello entered the garage at 8:28 a.m. Militello exited the garage 3:18 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.



4/4/12 Wednesday	Militello entered the garage at 8:45 a.m. Militello exited the garage 2:24 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
4/5/12 Thursday	Militello entered the garage at 8:41 a.m. Militello exited the garage 4:39 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
4/6/12 Friday	Militello entered the garage at 8:45 a.m. Militello exited the garage 5:02 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
4/10/12 Tuesday	Militello entered the garage at 8:41 a.m. Militello exited the garage 4:57 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
4/12/12 Thursday	Militello entered the garage at 8:45 a.m. Militello exited the garage 5:02 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
4/13/12 Friday	Militello entered the garage at 8:57 a.m. Militello exited the garage 4:48 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.
4/19/12 Thursday	Militello entered the garage at 12:15 p.m. Militello exited the garage 5:24 p.m. Payroll records indicate that Militello worked continuously from 8:30 a.m. to 4:30 p.m.

In light of the significant number of discrepancies, it was determined that direct surveillance of Militello's daily behavior was warranted

#### Surveillance

The Agency of Inspector General conducted surveillance to document when Militello reported for the start of his shift. The following is a brief summary of the observations:

#### **Tuesday April 3, 2012**

8:30 a.m.	Start time that Militello listed on his MyHR time sheet.
8:34 a.m.	Militello observed entering the Lakeside Avenue entrance of the garage.
9:15 a.m.	Militello observed entering the Cuyahoga County Administration Building ("Administration Building").

**Wednesday April 4, 2012**

- 8:30 a.m. Start time that Militello listed on his MyHR time sheet.
- 8:45 a.m. Militello observed entering the Lakeside Avenue entrance of the garage.
- 9:10 a.m. Militello observed crossing Lakeside Avenue towards the Administration Building.<sup>5</sup>
- 2:09 p.m. Footage from security camera verifies that Militello exited the Administration Building through the Lakeside Avenue exit.<sup>6</sup>
- 2:24 p.m. According to garage records, Militello exited the Lakeside Avenue entrance of the garage.
- 4:30 p.m. Stop time that Militello listed on his MyHR time sheet.

**Thursday April 5, 2012**

- 8:30 a.m. Start time that Militello listed on his MyHR time sheet.
- 8:39 a.m. Militello observed entering the Lakeside Avenue entrance of the garage.<sup>7</sup>
- 9:02 a.m. Militello observed crossing Lakeside Avenue towards the Administration Building.<sup>8</sup>

**Friday April 6, 2012**

- 8:30 a.m. Start time that Militello listed on his MyHR time sheet.
- 8:44 a.m. Militello observed entering the Lakeside Avenue entrance of the garage.<sup>9</sup>
- 9:07 a.m. Militello observed sitting on stone structure at corner of Lakeside Avenue entrance to the garage.<sup>10</sup>
- 9:11 a.m. Militello observed entering the Administration Building.<sup>11</sup>

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<sup>5</sup> See Exhibit D.

<sup>6</sup> See Exhibits E and F.

<sup>7</sup> See Exhibit G.

<sup>8</sup> See Exhibit H.

<sup>9</sup> See Exhibit I.

<sup>10</sup> See Exhibit J.

<sup>11</sup> See Exhibit K.

**Tuesday April 10, 2012**

- 8:30 a.m. Start time that Militello listed on his MyHR time sheet.
- 8:39 a.m. Militello observed entering the Lakeside Avenue entrance of the garage.<sup>12</sup>
- 9:11 a.m. Militello observed sitting on stone structure at corner of Lakeside Avenue entrance to the garage.<sup>13</sup>
- 9:13 a.m. Militello observed crossing Lakeside Avenue towards the Administration Building.<sup>14</sup>

**Thursday April 12, 2012**

- 8:30 a.m. Start time that Militello listed on his MyHR time sheet.
- 8:43 a.m. Militello observed entering the Lakeside Avenue entrance of the garage.<sup>15</sup>
- 9:19 a.m. Militello observed crossing Lakeside Avenue towards the Administration Building.<sup>16</sup>

**Friday April 13, 2012**

- 8:55 a.m. Militello observed entering the Lakeside Avenue entrance of the garage.<sup>17</sup>
- 9:00 a.m. Start time that Militello listed on his MyHR time sheet
- 9:19 a.m. Militello observed walking out of the garage towards Lakeside Avenue.<sup>18</sup>
- 9:26 a.m. Militello observed entering the Administration Building.

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<sup>12</sup> See Exhibit L.

<sup>13</sup> See Exhibit M.

<sup>14</sup> See Exhibit N.

<sup>15</sup> See Exhibit O.

<sup>16</sup> See Exhibit P.

<sup>17</sup> See Exhibit Q.

<sup>18</sup> See Exhibit R.

**Friday April 25, 2012**

- 8:49 a.m. According to garage records, Militello entered the Lakeside Avenue entrance of garage.
- 9:00 a.m. Start time that Militello listed on his MyHR time sheet
- 9:15 a.m. Militello observed crossing Lakeside Avenue towards the Administration Building.<sup>19</sup>

**Friday April 26, 2012**

- 9:00 a.m. Start time that Militello listed on his time sheet
- 9:08 a.m. Militello observed entering the Lakeside Avenue entrance of the garage.
- 9:31 a.m. Militello observed walking out of the garage towards Lakeside Avenue.<sup>20</sup>
- 9:34 a.m. Militello observed crossing Lakeside Avenue towards the Administration Building.<sup>21</sup>

**INTERVIEWS**

***Kathryn Maher (Deputy Administrator for Board of Revision - temporary) – 4/25/12***

Kathryn Maher ("Maher") has been employed with Cuyahoga County since March 15, 1999. Maher's employment classification is Justice Affairs Manager, but she is currently "on loan" to the Board of Revision as its Deputy Administrator. Maher began her assignment with the Board of Revision in March of 2011.

Maher states that her direct supervisor Martin Murphy is on an extended leave of absence and that she is responsible for supervising the thirty-nine (39) employees of the Board of Revision. Due to her current workload, Maher finds it difficult to directly supervise the large number of employees. Additionally, the employees are allowed to flex their work times and break times as long as department services are not disrupted and providing they work the required forty (40) hour workweek.

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<sup>19</sup> See Exhibit S.

<sup>20</sup> See Exhibit T.

<sup>21</sup> See Exhibit U.

Militello is an Administrative Assistant assigned to the Appeals section of the Board of Revision. His primary duties involve preparing letters responding to taxpayers that have filed appeals. His current job assignments do not require him to perform any off site work.

Maher does not usually see Militello report for work or leave for the day because his work space can not be seen from her office. At this time, Maher has no reason to believe that Militello is not reporting for work at the times reflected on his timesheet.

***Karen Campbell (Human Resources Specialist) – 5/4/12***

Karen Campbell ("Campbell") is the Human Resources Specialist assigned to the Fiscal Office and Board of Revision. Campbell was asked to review Militello's confidential medical file to determine whether there were any medical or other type of leave issues that would explain Militello's attendance patterns. Campbell stated that her review failed to reveal any requests for medical or other type of leave that would explain Militello's behavior.

**CONCLUSION AND RECOMMENDATIONS**

After a careful review of the evidence collected in this investigation, it is our opinion that there is sufficient evidence to indicate that Militello has engaged in, and is currently engaging in, a pattern of consistent egregious falsification of his timesheet and theft of County time. Militello is consistently arriving at work after his reported start time and leaving work prior to his reported end time.<sup>22</sup> Militello submittal of fraudulent time sheets allowed him to receive compensation for the time he spent away from the worksite.

Accordingly, it is our recommendation that this matter be referred to the County Executive for disciplinary action up to and including termination. In addition, this matter should be referred to the County Prosecutor's Office for review for potential criminal prosecution.

In addition, the flagrant nature of Militello's time abuse raises significant questions about the adequacy of management oversight at the Board of Revision. Despite the fact that Militello was missing from work on average of several hours per week, management staff routinely approved Militello's timesheet without question. In addition, Militello received "3" ratings for every section on his 2011 performance review<sup>23</sup>, including the "dependability" section. Militello's personnel file contains no documentation of any concern relating to his attendance.

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<sup>22</sup> Militello's payroll and garage records also revealed ten (10) days in 2012 where Militello reported eight (8) hours of work but did not enter or exit the garage. These dates, however, are not included in the AIG's findings due to a lack of evidence regarding Militello's actual whereabouts on those dates.

<sup>23</sup> Attached as **Exhibit V**.

In light of this, we recommend that the AIG request a 60-day response letter from the Fiscal Officer, Wade Steen, addressing his efforts to address the issues identified above.

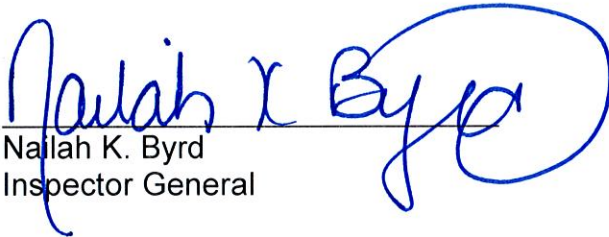


Mark Cutright  
Investigator



Matthew Hawes  
Deputy Inspector General

Approval as to conclusions and recommendations:



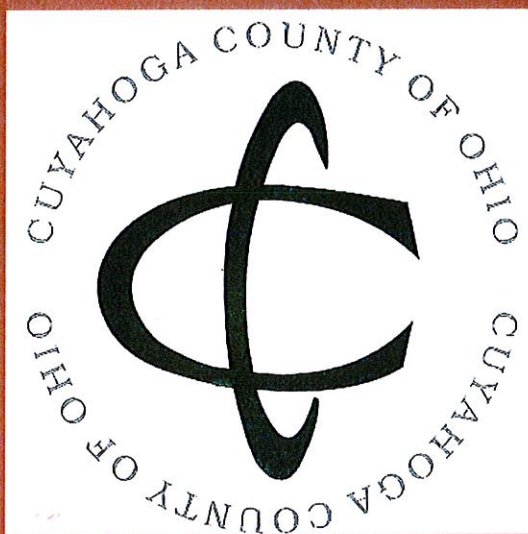
Nallah K. Byrd  
Inspector General

5/7/12  
Date



EXHIBIT A

# Employee Photo Album



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# BOARD OF REVISION



Day, Brian



Militell, Joseph



Florio, Christopher



Lewis, Maragret



Price, Jennifer



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## Timesheet History Detail

Time Sheet for: Joseph Militello - Week Ending: 1/14/2012

[Amend Timesheet](#)

DAY	DATE	HOURS WORKED		HOURS OFF	TOTAL
Sunday	1/8/2012	0		0	0
Monday	1/9/2012	8.00		0	8.00
TIME IN		TIME OUT	HOURS	TYPE	REASON/COMMENT
	08:30 AM	04:30 PM	8.00	Normal Work Hours	
Tuesday	1/10/2012	8.00		0	8.00
TIME IN		TIME OUT	HOURS	TYPE	REASON/COMMENT
	08:30 AM	04:30 PM	8.00	Normal Work Hours	
Wednesday	1/11/2012	8.00		0	8.00
TIME IN		TIME OUT	HOURS	TYPE	REASON/COMMENT
	08:30 AM	04:30 PM	8.00	Normal Work Hours	
Thursday	1/12/2012	0		8.00	8.00
TIME IN		TIME OUT	HOURS	TYPE	REASON/COMMENT
	08:30 AM	04:30 PM	8.00	Vacation	
Friday	1/13/2012	0		8.00	8.00
TIME IN		TIME OUT	HOURS	TYPE	REASON/COMMENT
	08:30 AM	04:30 PM	8.00	Vacation	
Saturday	1/14/2012	0		0	0

## Supervisor Comments

No Comments.

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## Timesheet History Detail

Time Sheet for: Joseph Militello - Week Ending: 1/21/2012

[Amend Timesheet](#)

DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL
Sunday	1/15/2012	0	0	0
Monday	1/16/2012	0	0	0
Tuesday	1/17/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Wednesday	1/18/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Thursday	1/19/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Friday	1/20/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Saturday	1/21/2012	0	0	0

## Supervisor Comments

No Comments.

## Timesheet Activities

Action	Created By	Date
Created by System	Joseph Militello	1/12/12
Timesheet entries updated by Joseph Militello	Joseph Militello	1/17/12

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## Timesheet History Detail

Time Sheet for: Joseph Militello - Week Ending: 1/28/2012

[Amend Timesheet](#)

DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL										
Sunday	1/22/2012	0	0	0										
Monday	1/23/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
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08:30 AM	04:30 PM	8.00	Normal Work Hours											
Tuesday	1/24/2012	8.00	0	8.00										
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Thursday	1/26/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
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08:30 AM	04:30 PM	8.00	Normal Work Hours											
Friday	1/27/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Saturday	1/28/2012	0	0	0										

## Supervisor Comments

No Comments.

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## Timesheet History Detail

Time Sheet for: Joseph Militello - Week Ending: 2/4/2012

DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL
Sunday	1/29/2012	0	0	0
Monday	1/30/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Tuesday	1/31/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Wednesday	2/1/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Thursday	2/2/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Friday	2/3/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Saturday	2/4/2012	0	0	0

## Supervisor Comments

No Comments.

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## Timesheet History Detail

*Time Sheet for: Joseph Militello - Week Ending: 2/11/2012*

DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL										
Sunday	2/5/2012	0	0	0										
Monday	2/6/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Tuesday	2/7/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
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08:30 AM	04:30 PM	8.00	Normal Work Hours											
Wednesday	2/8/2012	8.00	0	8.00										
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08:30 AM	04:30 PM	8.00	Normal Work Hours											
Thursday	2/9/2012	8.00	0	8.00										
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08:30 AM	04:30 PM	8.00	Normal Work Hours											
Friday	2/10/2012	8.00	0	8.00										
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TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Saturday	2/11/2012	0	0	0										

## Supervisor Comments

No Comments.

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## Timesheet History Detail

Time Sheet for: Joseph Militello - Week Ending: 2/18/2012

[Amend Timesheet](#)

DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL
Sunday	2/12/2012	0	0	0
Monday	2/13/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Tuesday	2/14/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Wednesday	2/15/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Thursday	2/16/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Friday	2/17/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Saturday	2/18/2012	0	0	0

## Supervisor Comments

No Comments.

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## Timesheet History Detail

Time Sheet for: Joseph Militello - Week Ending: 2/25/2012

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DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL
Sunday	2/19/2012	0	0	0
Monday	2/20/2012	0	0	0
Tuesday	2/21/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Wednesday	2/22/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Thursday	2/23/2012	0	8.00	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Sick Time	
Friday	2/24/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Saturday	2/25/2012	0	0	0

## Supervisor Comments

No Comments.

## Timesheet Activities

Action	Created By	Date
Created by System	Joseph Militello	2/16/12
Timesheet entries updated by Joseph Militello	Joseph Militello	2/21/12

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DAY	DATE	HOURS WORKED		HOURS OFF	TOTAL
Sunday	2/26/2012	0		0	0
Monday	2/27/2012	8.00		0	8.00
TIME IN	TIME OUT	HOURS	TYPE REASON/COMMENT		
08:30 AM	04:30 PM	8.00	Normal Work Hours		
Tuesday	2/28/2012	8.00		0	8.00
TIME IN	TIME OUT	HOURS	TYPE REASON/COMMENT		
08:30 AM	04:30 PM	8.00	Normal Work Hours		
Wednesday	2/29/2012	8.00		0	8.00
TIME IN	TIME OUT	HOURS	TYPE REASON/COMMENT		
08:30 AM	04:30 PM	8.00	Normal Work Hours		
Thursday	3/1/2012	8.00		0	8.00
TIME IN	TIME OUT	HOURS	TYPE REASON/COMMENT		
08:30 AM	04:30 PM	8.00	Normal Work Hours		
Friday	3/2/2012	8.00		0	8.00
TIME IN	TIME OUT	HOURS	TYPE REASON/COMMENT		
08:30 AM	04:30 PM	8.00	Normal Work Hours		
Saturday	3/3/2012	0		0	0

**Supervisor Comments**

No Comments.

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Time Sheet for: Joseph Militello - Week Ending: 3/10/2012

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DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL
Sunday	3/4/2012	0	0	0
Monday	3/5/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Tuesday	3/6/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Wednesday	3/7/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Thursday	3/8/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Friday	3/9/2012	8.00	0	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:30 AM	04:30 PM	8.00	Normal Work Hours	
Saturday	3/10/2012	0	0	0

## Supervisor Comments

No Comments.

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Time Sheet for: Joseph Militello - Week Ending: 3/17/2012

DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL										
Sunday	3/11/2012	0	0	0										
Monday	3/12/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Tuesday	3/13/2012	8.00	0	8.00										
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TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Wednesday	3/14/2012	8.00	0	8.00										
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TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Thursday	3/15/2012	8.00	0	8.00										
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TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Friday	3/16/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Saturday	3/17/2012	0	0	0										

## Supervisor Comments

No Comments.

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**Timesheet History Detail***Time Sheet for: Joseph Militello - Week Ending: 3/24/2012*[Amend Timesheet](#)

DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL										
Sunday	3/18/2012	0	0	0										
Monday	3/19/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
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08:30 AM	04:30 PM	8.00	Normal Work Hours											
Tuesday	3/20/2012	8.00	0	8.00										
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08:30 AM	04:30 PM	8.00	Normal Work Hours											
Wednesday	3/21/2012	8.00	0	8.00										
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TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Thursday	3/22/2012	8.00	0	8.00										
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08:30 AM	04:30 PM	8.00	Normal Work Hours											
Friday	3/23/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Saturday	3/24/2012	0	0	0										

**Supervisor Comments**

No Comments.

**Timesheet Activities**




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## Timesheet History Detail

Time Sheet for: Joseph Militello - Week Ending: 3/31/2012

[Amend Timesheet](#)

DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL
Sunday	3/25/2012	0	0	0
Monday	3/26/2012	0	8.00	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:00 AM	04:00 PM	8.00	Vacation	
Tuesday	3/27/2012	0	8.00	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:00 AM	04:00 PM	8.00	Vacation	
Wednesday	3/28/2012	0	8.00	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:00 AM	04:00 PM	8.00	Vacation	
Thursday	3/29/2012	0	8.00	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:00 AM	04:00 PM	8.00	Vacation	
Friday	3/30/2012	0	8.00	8.00
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
08:00 AM	04:00 PM	8.00	Vacation	
Saturday	3/31/2012	0	0	0

## Supervisor Comments

No Comments.

## Timesheet Activities




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## Timesheet History Detail

Time Sheet for: Joseph Militello - Week Ending: 4/7/2012

DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL										
Sunday	4/1/2012	0	0	0										
Monday	4/2/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Tuesday	4/3/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Wednesday	4/4/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Thursday	4/5/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Friday	4/6/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Saturday	4/7/2012	0	0	0										

## Supervisor Comments

No Comments.

## Timesheet Activities

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Wednesday, April 18, 2012

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## Timesheet History Detail

*Time Sheet for: Joseph Militello - Week Ending: 4/14/2012*[Amend Timesheet](#)

DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL										
Sunday	4/8/2012	0	0	0										
Monday	4/9/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Tuesday	4/10/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Wednesday	4/11/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Thursday	4/12/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Friday	4/13/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>09:00 AM</td><td>05:00 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	09:00 AM	05:00 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
09:00 AM	05:00 PM	8.00	Normal Work Hours											
Saturday	4/14/2012	0	0	0										

### Supervisor Comments

No Comments.

### Timesheet Activities

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## Timesheet Approval Page

## Employee Information

**Employee Name:** Joseph Militello  
**Work Schedule Code:** FLEX  
**Work Schedule:** 8:00 AM to 4:00 PM

**Balances as of:** 04/21/2012  
**Vacation Hour Balance:** 6.6000  
**Comp/ET Hour Balance:** 0.0000  
**Sick Hour Balance:** 125.4500  
**FMLA Hour Balance:** 480.0000  
**Command Hour Balance:** 0.0000  
**Furlough Hour Balance:** 0.0000

## Time Sheet for: Joseph Militello - Week Ending: 4/21/2012

DAY	DATE	HOURS WORKED	HOURS OFF	HOLIDAY	TOTAL	
Sunday	4/15/2012	0	0	0	0	
Monday	4/16/2012	0	8.00	0	8.00	
REJECT	TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	PAGER
<input type="checkbox"/>	08:30 AM	04:30 PM	8.00	Sick Time	sick off	
Tuesday	4/17/2012	0	8.00	0	8.00	
REJECT	TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	PAGER
<input type="checkbox"/>	08:30 AM	04:30 PM	8.00	Sick Time	sick off	
Wednesday	4/18/2012	0	8.00	0	8.00	
REJECT	TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	PAGER
<input type="checkbox"/>	08:30 AM	04:30 PM	8.00	Sick Time	sick off	
Thursday	4/19/2012	8.00	0	0	8.00	
REJECT	TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	PAGER
<input type="checkbox"/>	08:30 AM	04:30 PM	8.00	Normal Work Hours		
Friday	4/20/2012	0	8.00	0	8.00	
REJECT	TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	PAGER
<input type="checkbox"/>	08:30 AM	04:30 PM	8.00	FMLA - Sick	sick	
Saturday	4/21/2012	0	0	0	0	
Totals		8.00	32.00	0.00	40.00	

## Supervisor Comments

None.

Current Comments

Additional Comment(s)

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Monday, April 30, 2012

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## Timesheet History Detail

*Time Sheet for: Joseph Militello - Week Ending: 4/28/2012*[Amend Timesheet](#)

DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL										
Sunday	4/22/2012	0	0	0										
Monday	4/23/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Tuesday	4/24/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>08:30 AM</td><td>04:30 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	08:30 AM	04:30 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
08:30 AM	04:30 PM	8.00	Normal Work Hours											
Wednesday	4/25/2012	8.00	0	8.00										
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TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
09:00 AM	05:00 PM	8.00	Normal Work Hours											
Thursday	4/26/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>09:00 AM</td><td>05:00 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	09:00 AM	05:00 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
09:00 AM	05:00 PM	8.00	Normal Work Hours											
Friday	4/27/2012	8.00	0	8.00										
<table> <tr> <th>TIME IN</th><th>TIME OUT</th><th>HOURS</th><th>TYPE</th><th>REASON/COMMENT</th></tr> <tr> <td>09:00 AM</td><td>05:00 PM</td><td>8.00</td><td>Normal Work Hours</td><td></td></tr> </table>					TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	09:00 AM	05:00 PM	8.00	Normal Work Hours	
TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT										
09:00 AM	05:00 PM	8.00	Normal Work Hours											
Saturday	4/28/2012	0	0	0										

## Supervisor Comments

No Comments.

## Timesheet Activities

**EXHIBIT****C****CARD ACTIVITY REPORT****Card Number 316189**

Card Num	Date And Time	Card Direction	First Name	Last Name	Reader	Access Type
316189	01/09/2012 08:24:35	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	01/09/2012 16:33:28	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	01/10/2012 08:29:12	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	01/11/2012 16:09:47	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	01/10/2012 16:38:41	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	01/11/2012 08:34:18	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	01/17/2012 08:45:17	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	01/17/2012 16:16:38	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	01/18/2012 08:55:44	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	01/18/2012 16:32:25	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	01/19/2012 08:37:25	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	01/19/2012 15:10:21	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	01/20/2012 08:30:21	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	01/20/2012 12:39:01	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	01/23/2012 08:49:52	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	01/23/2012 16:24:50	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	01/25/2012 08:27:13	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	01/25/2012 15:37:21	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	01/26/2012 08:30:19	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	01/26/2012 16:39:37	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	01/27/2012 08:51:35	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	01/27/2012 16:43:20	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	01/31/2012 08:26:12	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	01/31/2012 16:39:59	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	02/01/2012 08:28:50	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	02/01/2012 16:39:22	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	02/02/2012 08:32:17	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	02/02/2012 16:40:05	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	02/03/2012 08:42:55	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	02/03/2012 15:24:09	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	02/06/2012 08:29:02	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	02/06/2012 16:40:32	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	02/07/2012 08:35:35	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	02/07/2012 16:26:03	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	02/08/2012 08:30:41	In	JOSEPH	MILITELLO	Lakeside Lane 7	
316189	02/08/2012 12:39:45	Out	JOSEPH	MILITELLO	W. 3rd Lane 3	
316189	02/09/2012 08:32:22	In	JOSEPH	MILITELLO	Lakeside Lane 7	

316189 02/09/2012 16:31:20	Out	JOSEPH	MILITELLO	W. 3rd Lane 3
316189 02/10/2012 08:29:24	In	JOSEPH	MILITELLO	Lakeside Lane 7
316189 02/10/2012 15:30:44	Out	JOSEPH	MILITELLO	W. 3rd Lane 3
316189 02/14/2012 08:44:14	In	JOSEPH	MILITELLO	Lakeside Lane 7
316189 02/14/2012 16:51:01	Out	JOSEPH	MILITELLO	W. 3rd Lane 3
316189 02/15/2012 08:29:43	In	JOSEPH	MILITELLO	Lakeside Lane 7
316189 02/15/2012 16:43:51	Out	JOSEPH	MILITELLO	W. 3rd Lane 3
316189 02/16/2012 08:45:36	In	JOSEPH	MILITELLO	Lakeside Lane 7
316189 02/16/2012 16:45:08	Out	JOSEPH	MILITELLO	W. 3rd Lane 3
316189 02/17/2012 08:30:57	In	JOSEPH	MILITELLO	Lakeside Lane 7
316189 02/17/2012 14:20:58	Out	JOSEPH	MILITELLO	W. 3rd Lane 3
316189 02/21/2012 08:29:06	In	JOSEPH	MILITELLO	Lakeside Lane 7
316189 02/21/2012 16:45:45	Out	JOSEPH	MILITELLO	W. 3rd Lane 3
316189 02/22/2012 08:34:03	In	JOSEPH	MILITELLO	Lakeside Lane 7
316189 02/22/2012 13:39:28	Out	JOSEPH	MILITELLO	W. 3rd Lane 3
316189 02/24/2012 08:26:23	In	JOSEPH	MILITELLO	Lakeside Lane 7
316189 02/24/2012 16:47:17	Out	JOSEPH	MILITELLO	W. 3rd Lane 3
316189 02/28/2012 08:42:17	In	JOSEPH	MILITELLO	Lakeside Lane 7
316189 02/28/2012 16:49:22	Out	JOSEPH	MILITELLO	W. 3rd Lane 3
316189 02/29/2012 08:44:22	In	JOSEPH	MILITELLO	Lakeside Lane 7
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316189 03/01/2012 08:23:10	In	JOSEPH	MILITELLO	Lakeside Lane 7
316189 03/01/2012 16:44:43	Out	JOSEPH	MILITELLO	W. 3rd Lane 3
316189 03/02/2012 08:24:57	In	JOSEPH	MILITELLO	Lakeside Lane 7
316189 03/02/2012 15:08:32	Out	JOSEPH	MILITELLO	W. 3rd Lane 3
316189 03/05/2012 08:27:58	In	JOSEPH	MILITELLO	Lakeside Lane 7
316189 03/05/2012 16:46:53	Out	JOSEPH	MILITELLO	W. 3rd Lane 3
316189 03/07/2012 08:22:16	In	JOSEPH	MILITELLO	Lakeside Lane 7
316189 03/07/2012 16:40:20	Out	JOSEPH	MILITELLO	W. 3rd Lane 3
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316189 03/08/2012 16:35:10	Out	JOSEPH	MILITELLO	W. 3rd Lane 3
316189 03/09/2012 08:40:09	In	JOSEPH	MILITELLO	Lakeside Lane 7
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316189 03/22/2012 16:38:52	Out	JOSEPH	MILITELLO	W. 3rd Lane 3
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316189 03/23/2012 16:46:32	Out	JOSEPH	MILITELLO	W. 3rd Lane 3

No Swipes 3/25/12 to 3/31/12

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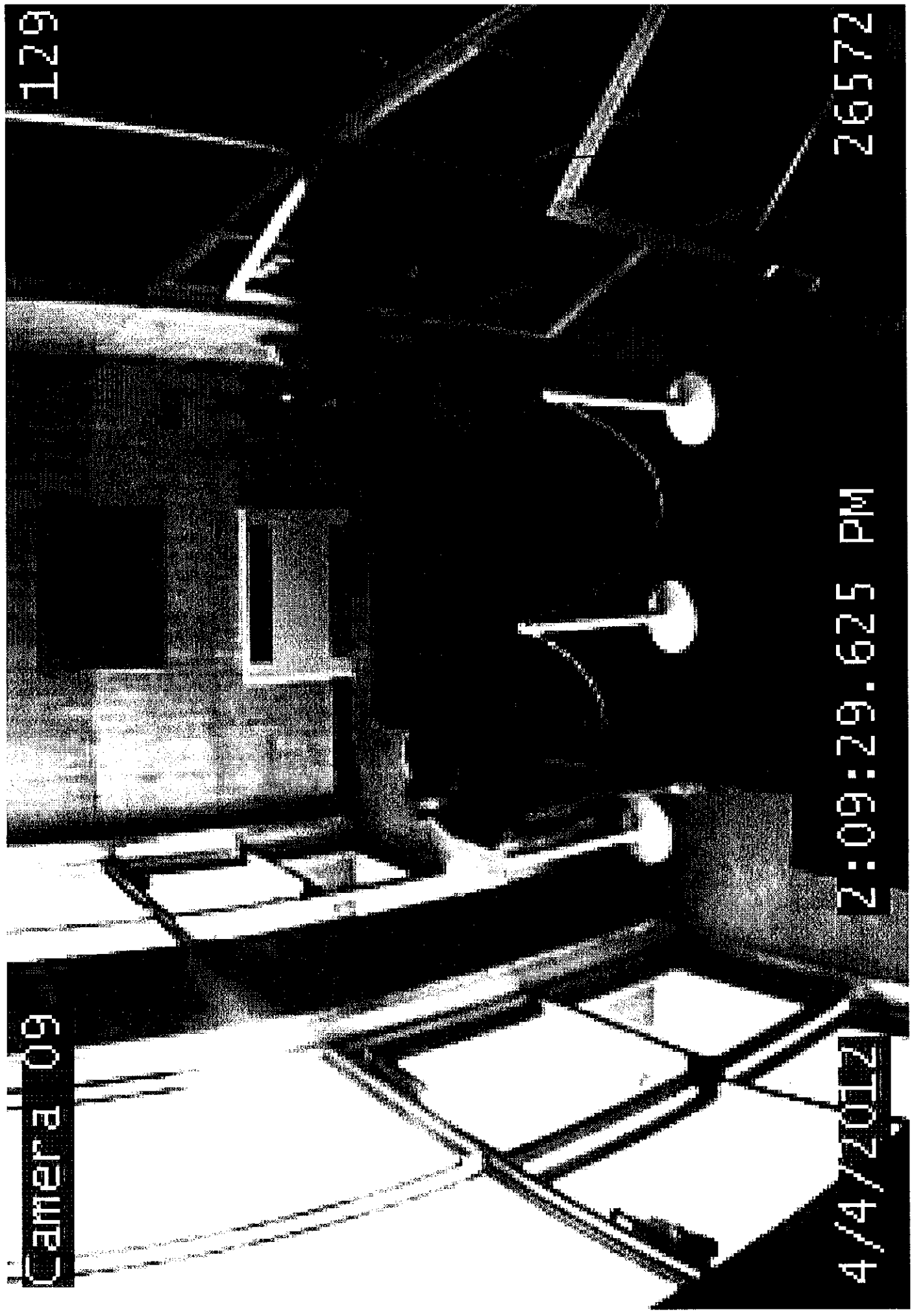
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133

4/4/2012

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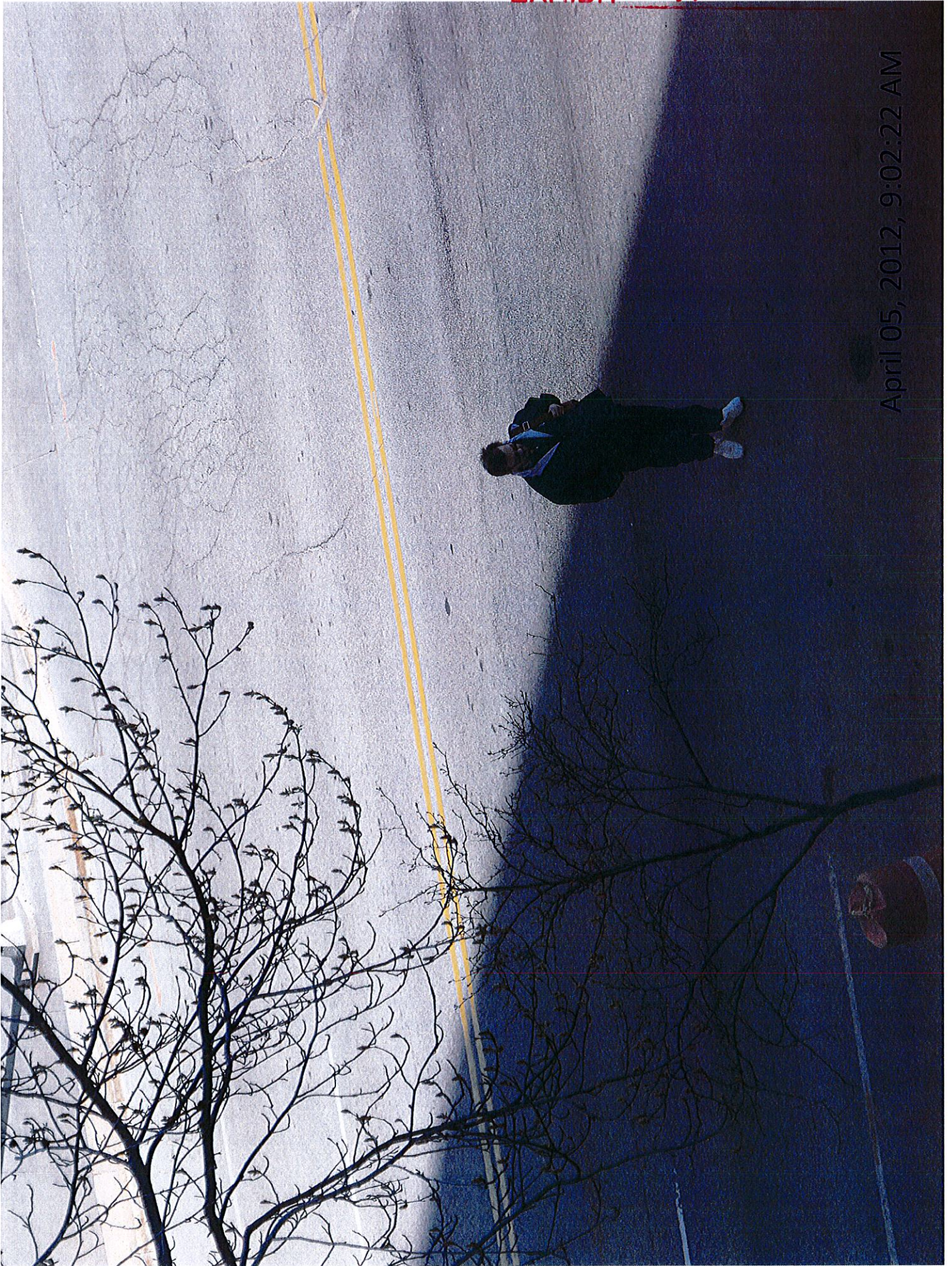


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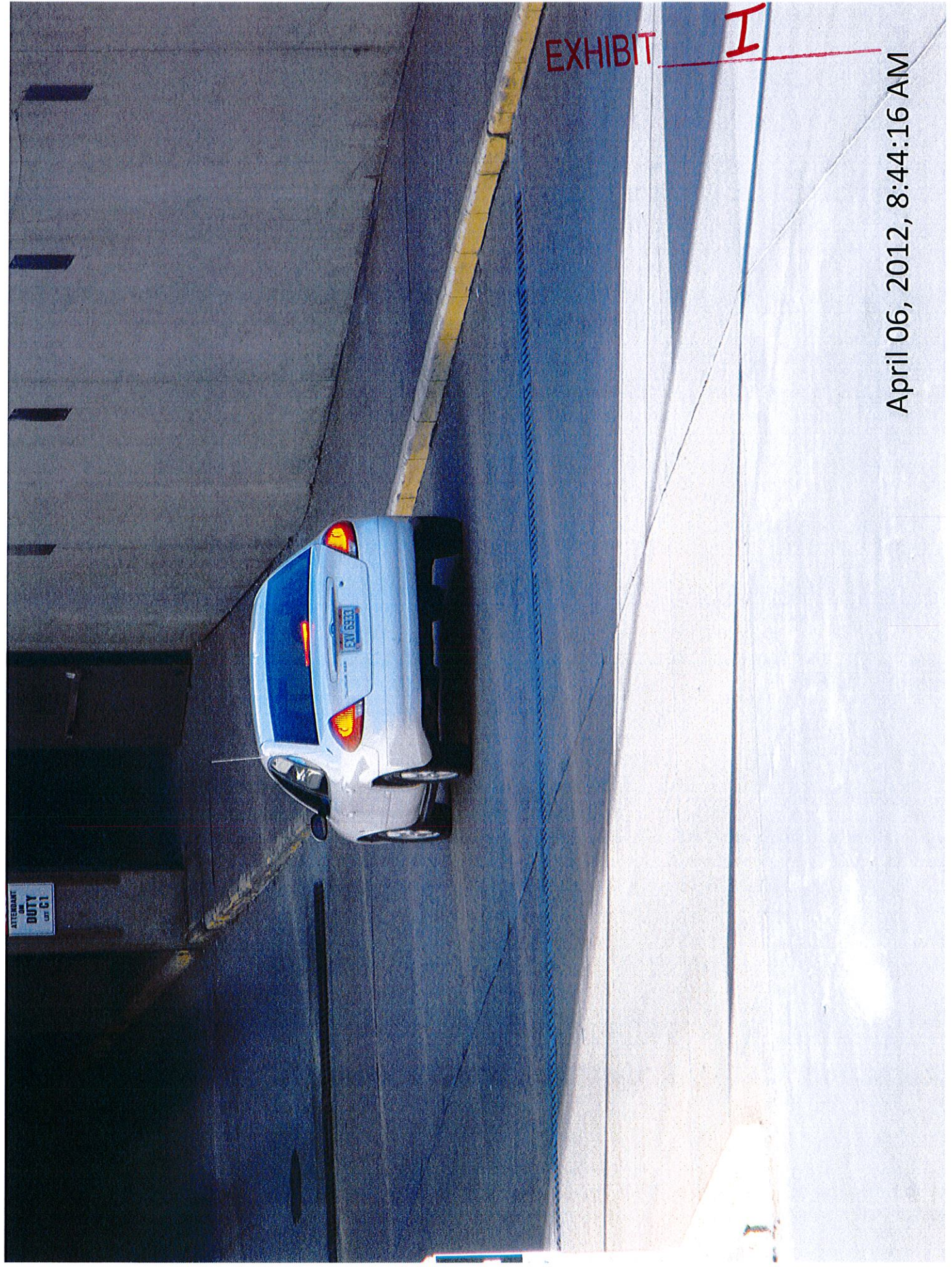
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EXHIBIT

J



April 06, 2012, 9:07:54 AM



EXHIBIT K

April 06, 2012, 9:11:06 AM





NEARBY  
\$1.25 EACH 15 MIN.  
\$8.00 MAX.  
\$8.00 OVERNIGHT FEE PER NIGHT  
(USE CREDIT CARD MAXIMUM RATE AND CASH ONLY)



**ENTRANCE**  
maximum clearance 6'4"

**EXIT ONLY**

**YES**  
ATTENDANT  
ON  
DUTY  
LOT C1

**EXHIBIT** **L**



**DO NOT ENTER**  
**EXIT ONLY**

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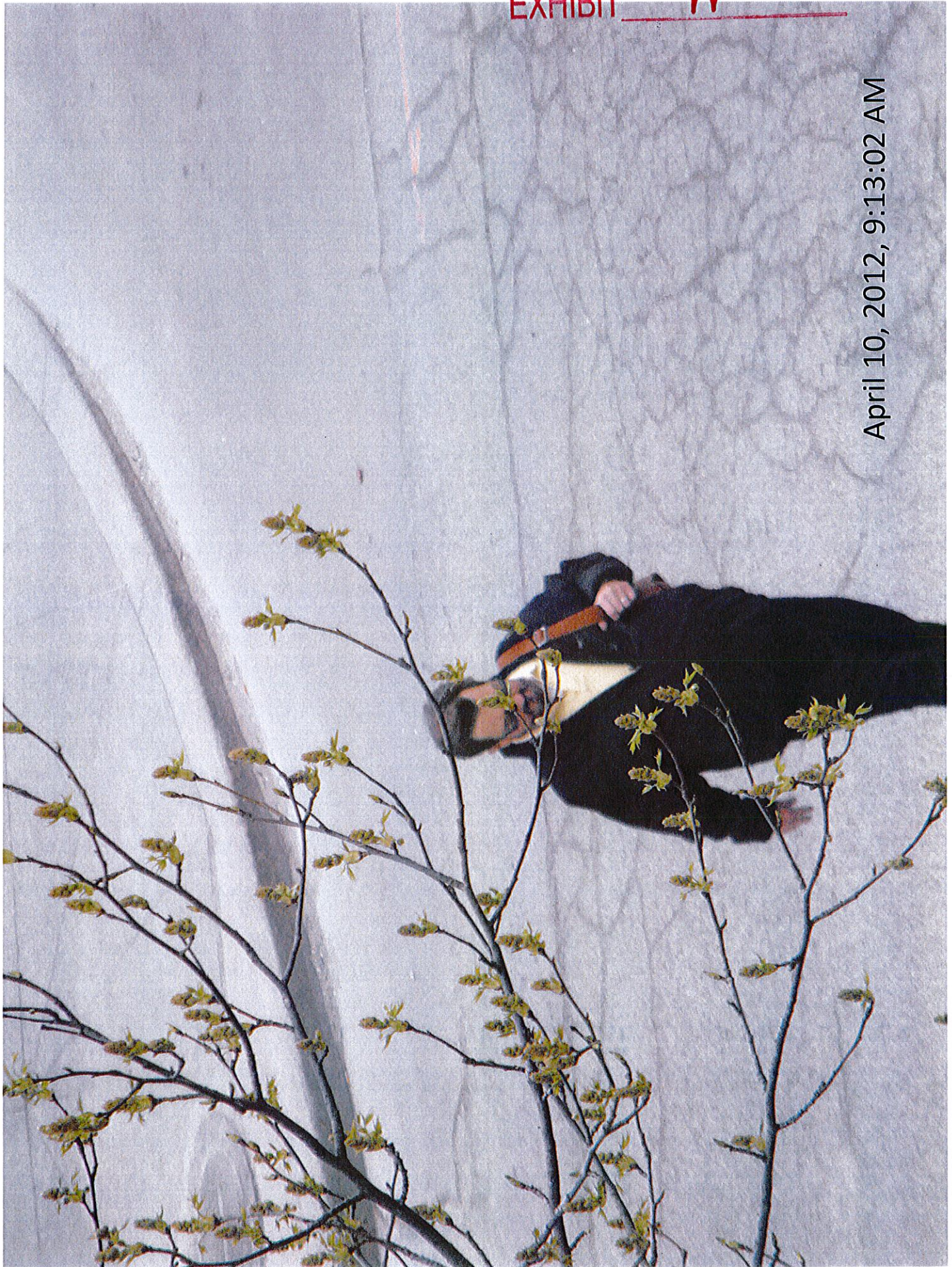
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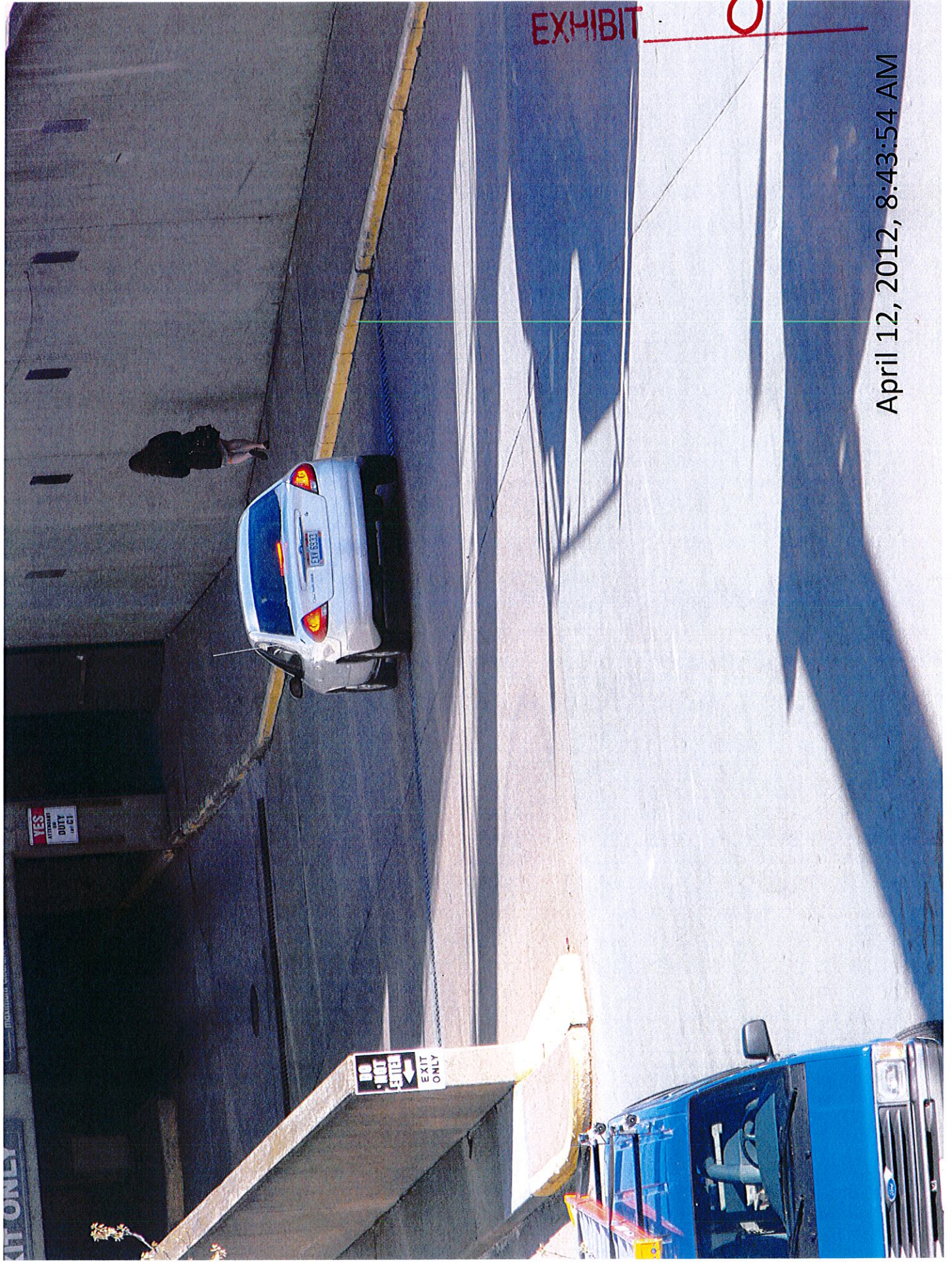




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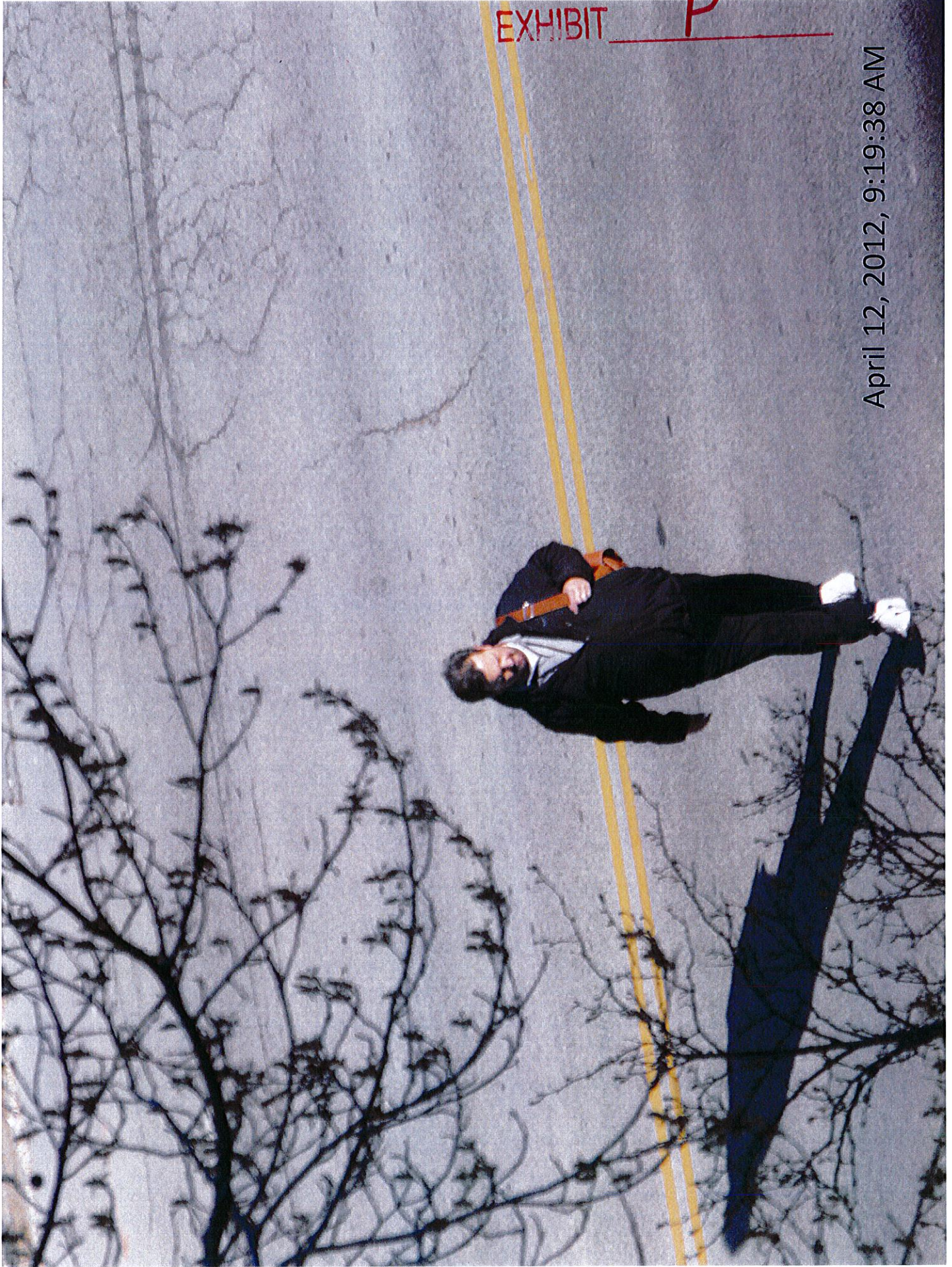
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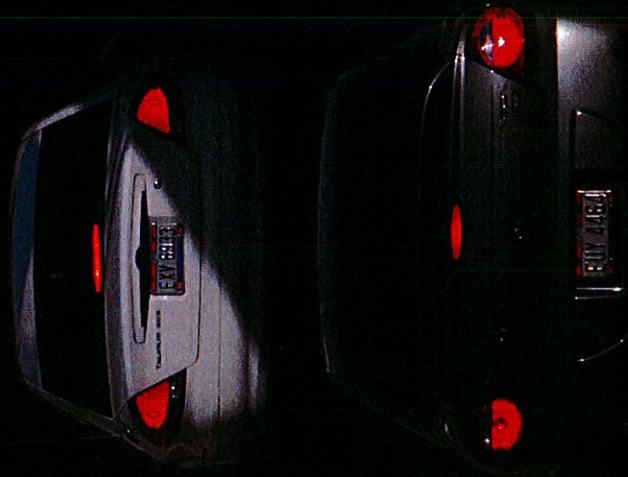
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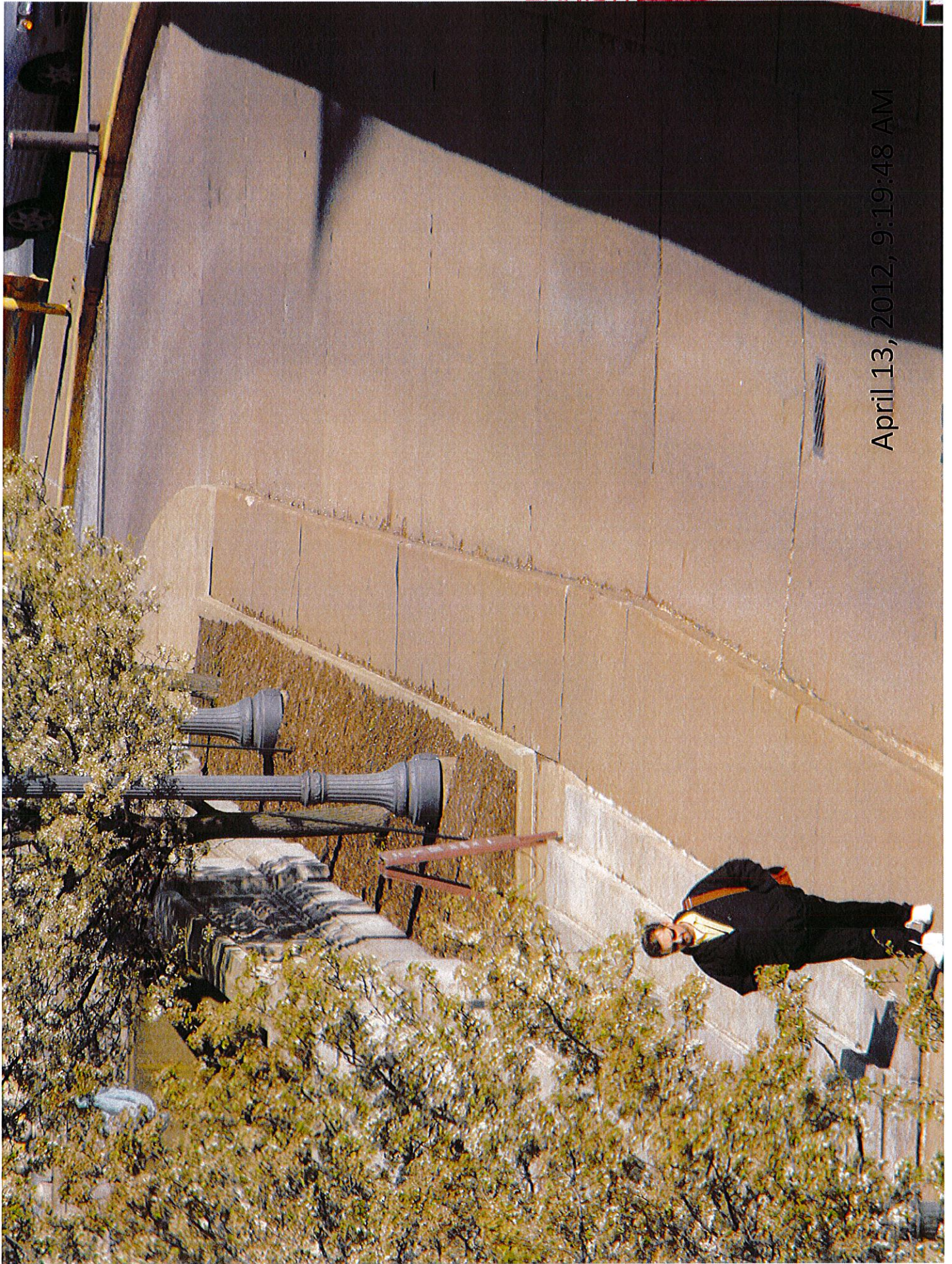


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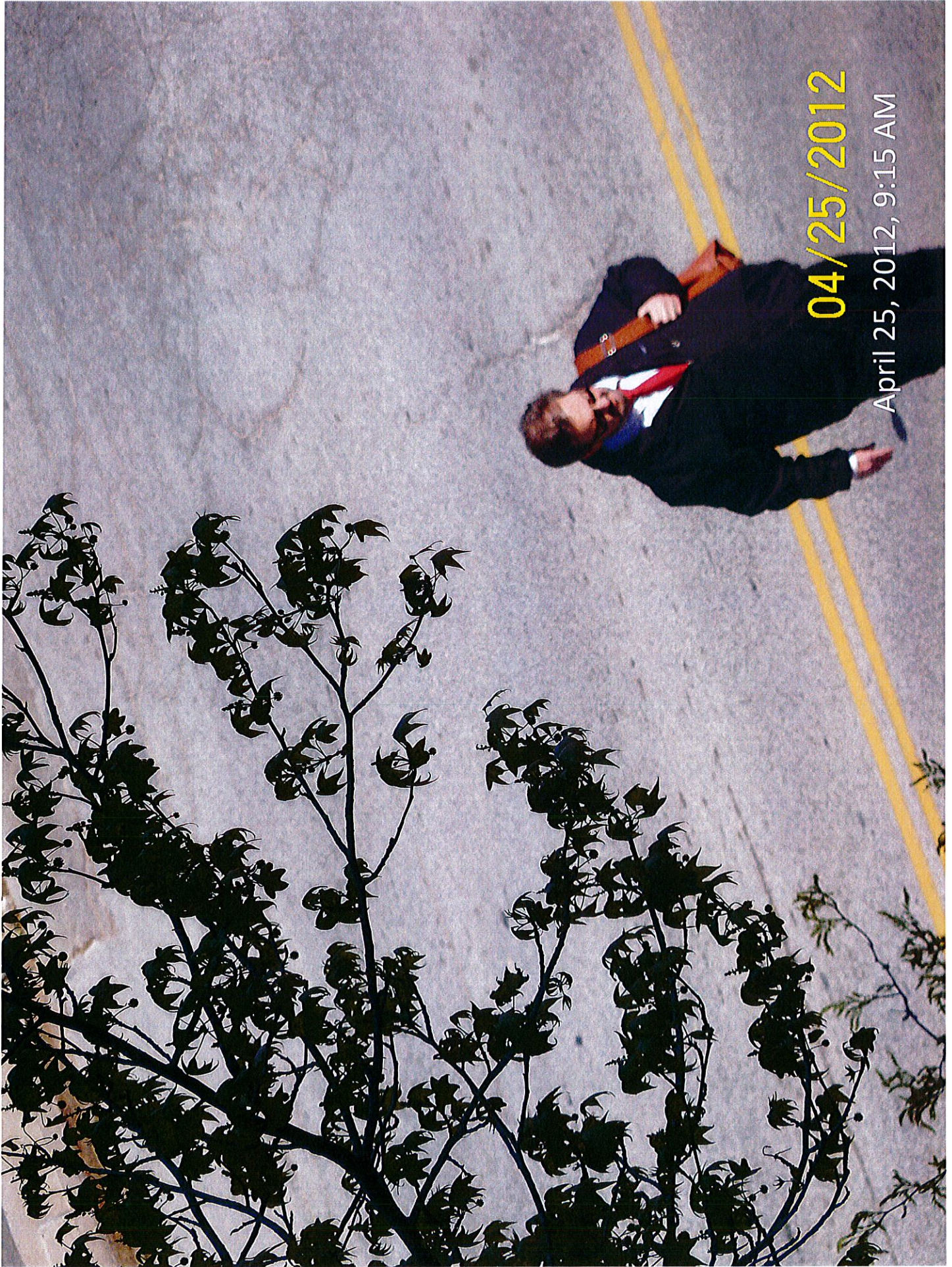




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04/25/2012

April 25, 2012, 9:15 AM



04/26/2012

April 26, 2012, 9:31 AM





04/26/2012

April 26, 2012, 9:34 AM







EXHIBIT



# CUYAHOGA COUNTY PERFORMANCE APPRAISAL FOR ALL EMPLOYEES

**Name** Joe Militello

**Department** Board of Revision

**Classification** Administrative Assistant

**Review Date** January 26, 2012

**Supervisor Name**

Kathryn Maher

**This appraisal is for performance from** January 1, 2011 **to** December 31, 2011

## PERFORMANCE APPRAISAL SYSTEM

**Step**

**1**

### **Job Description**

Review the employee's job description or classification specification as part of the appraisal process to be sure you both agree on the job responsibilities.

### **How Well You Do The Job**

**2**

Rate the employee on each of the factors listed, based on the job requirements defined in the job description, classification specification, procedures, etc., and based on the expectations of performance identified for the employee as work is assigned throughout the performance period.

### **How to Improve**

**3**

Identify areas of improvement; either to meet or exceed expectations, and list specific developmental activities (including on-the-job training or formal training) the employee can take to improve his/her performance.

## FACTORS AND DEFINITIONS

### KNOWLEDGE OF JOB

#### Technical

Knows skills, procedures, codes, safety regulations, etc., needed to complete job tasks.

3

Knows how the work fits into department and how job affects others.

3

Knows how to work with others; knows who to work with and what information to share.

3

**AVERAGE FACTOR RATING** 3.00

### QUALITY OF WORK

#### Clear and In Good Order

Legible, organized, according to required or planned steps.

3

Produces correct amounts, calculations, spelling, measurements, etc., and has no missing or misleading parts of information.

3

#### Meets Quality Goals/Standards

Goals or end results are met and the standards for quality are met.

3

**AVERAGE FACTOR RATING** 3.00

### QUANTITY OF WORK

#### Technical

Completes work assigned; produces expected amount of work.

3

#### Conceptual

Shows that work assignments are understood; knows when goals are met.

3

#### Interpersonal

Knows when to work with others to successfully complete and assignment.

3

**AVERAGE FACTOR RATING** 3.00

### DEPENDABILITY

#### Reliable in Doing Work

Completes work according to procedures, guidelines and goals given.

3

#### Watched Over or Directed

Takes responsibility for completing work.

3

#### Deadlines/Schedules

Works towards set deadlines and schedules.

3

**AVERAGE FACTOR RATING** 3.00

### INITIATIVE AND ATTITUDE

#### Anticipates Work

Knows what needs to be done next to do the job.

3

#### Starts Work

Begins work without waiting to be told to start.

3

#### Attitude

Shows interest in work; does not complain about work.

3

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<b>AVERAGE FACTOR RATING</b>	<b>3.00</b>
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<b>TOTAL</b> of all factor ratings on this page	<b>15.00</b>
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## FACTORS AND DEFINITIONS

### JUDGEMENT

#### Routine

Follows correct procedures.

3

#### Non-Routine

Chooses correct procedure to follow; identifies alternatives to solve problems; chooses best

3

#### Consequences

Looks at pros, cons, and impact of decisions before making a decision.

3

AVERAGE FACTOR RATING 3.00

### COOPERATION

#### Instruction/Direction

Listens to instructions and tries to do the work as directed.

3

#### Unpleasant Tasks

Willingness to do tasks that are difficult, cause problems or are uninteresting.

3

Tries hard to get the job done.

3

AVERAGE FACTOR RATING 3.00

### RELATIONSHIPS WITH OTHERS

#### Supervisor

Shares information and keeps supervisor informed of work status.

3

#### Co-Workers

Shares information, works together, and gets along with others in work unit.

3

#### Customers/Public

Shares information, assists, and provides good services to customers/public.

3

AVERAGE FACTOR RATING 3.00

### COORDINATION OF WORK

#### Plans/Organizes

Estimates time job will take and schedules work realistically.

3

#### Work Repetition

Avoids having to repeat a procedure or a task to get the job done.

3

#### Use of Resources

Uses supplies, materials, equipment, and/or work time efficiently.

3

AVERAGE FACTOR RATING 3.00

### WORKPLACE

#### Workplace Environment

Keeps work area, work files, and related data organized.

3

#### Personal Appearance

Maintains appropriate appearance for the job.

3

#### Security and Safety Rules

Follows rules and procedures for personal security, workplace machinery, and equipment.

3

AVERAGE FACTOR RATING 3.00

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**TOTAL** of all factor ratings on this page 15.00

**FACTORS AND DEFINITIONS FOR SUPERVISORS ONLY****STAFFING****Selecting**

Hires or recommendations for hire.

**Developing**

Identifies and provides training - both on-the-job and formal - to employees.

**Matching**

Makes assignments to employees who are best suited to accomplish job/tasks.

**AVERAGE FACTOR RATING** #DIV/0!**LEADING****Guiding/Influencing**

Communicates goals and expectations; sets a good example in own work.

**Confidence Building**

Gives feedback on satisfactory performance and praises outstanding performance.

**Disciplining Employees**

Gives feedback on unsatisfactory performance and follows discipline policy.

**AVERAGE FACTOR RATING** #DIV/0!**DELEGATING****Detailing Assignments**

Answers who, what, when, where and why when assigning tasks.

**Delegates**

When possible, assigns work to staff to meet goals and objectives to promote employee growth.

**Judge of Potential**

Delegates tasks that challenge and influence employees; gives training if necessary.

**AVERAGE FACTOR RATING** #DIV/0!**DECISION MAKING****Best Course of Action**

Chooses solutions that meet end results, minimizes problems, and allocates resources wisely.

**Implements Decisions**

Does work or makes assignments to do work without delay.

**Makes Decisions Analytically**

Identifies alternatives, pros, and cons, and makes decisions based on facts.

**AVERAGE FACTOR RATING** #DIV/0!**EMPLOYEE RELATIONS****Respect**

Staff looks to supervisor for guidance, help and feedback; acknowledges supervisor as leader.

**Support/Effort**

Staff accepts assignments and is motivated to meet expectations of supervisor.

**Interacts/Communicates**

Maintains open communications with staff; has good rapport with staff.

**AVERAGE FACTOR RATING** #DIV/0!**POLICY IMPLEMENTATION****Policy Goals**

Follows policies to meet job goals and objectives in supervising, completing work, making decisions

**Understands Policies/Procedures**

Knows policies, procedures, standards, and follows them.

**Job Authority**

Accepts authority delegated; knows when to act and when to get approval.



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<b>AVERAGE FACTOR RATING</b>	<b>#DIV/0!</b>
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<b>TOTAL of all factor ratings on this page</b>	<b>#DIV/0!</b>
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**RATING COMMENTS:**

Joe's attention to detail and tenacious nature are a great asset to the Board of Revision's Appeal Section. His production of documents is error free and his files are well maintained.

**EMPLOYEE:**

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and indicating the date of the review in the spaces below.

Also, indicate whether you intend to submit a written statement (due within 10 days from the date of your review) for a rating or comments in which there were significant disagreements between you and your supervisor.

**WRITTEN STATEMENT**

☒ Yes

☐ No

Employee

Date

1-27-2012

Evaluator

Date

1/27/2012

Manager/Director

Date

1/20/12

**CALCULATION OF OVERALL RATING**

The overall rating for a non-supervisory employee is calculated by adding the total of "Average Factor Ratings" and dividing this number by the total number of factors (10).

**THE OVERALL RATING:** 3.00

**CALCULATION OF OVERALL RATING FOR SUPERVISORY EMPLOYEES**

The overall rating for a supervisory employee is calculated by adding the total of "Average Factor Ratings" from all 3 pages, and dividing this total by the number of factors (16).

**THE OVERALL RATING:** #DIV/0!